

EXHIBIT 1

By providing this supplemental notice, RKL does not waive any rights or defenses regarding the applicability of Maine law, the applicability of the Maine data event notification statute, or personal jurisdiction.

Nature of the Data Event

As discussed in RKL's initial notice to your office, on or about December 15, 2020, RKL received an informal notification from a Pennsylvania fraud investigator indicating that the investigator was working on a special project related to potential fraudulent tax returns filed for certain RKL clients. RKL immediately commenced an investigation, working with computer forensic specialists, to determine the existence and scope of a potential data incident. The investigation confirmed that certain information related to RKL clients and their family members was viewed or taken by unauthorized individual(s) on separate occasions between April 22, 2020 and October 6, 2020. Upon discovery, RKL provided notification to confirmed impacted individuals on December 15, 2020. At that time, RKL also provided an initial notification to your office.

Since the initial notice was issued, RKL also commenced an extensive review of all messages and files at risk as a result of this incident to determine the entire population of information potentially impacted and to whom the information related. This extensive review was completed on August 19, 2021.

The information that could have been subject to unauthorized access that was identified in the comprehensive review includes name and Social Security number.

Notice to Additional Maine Residents

On or about August 26, 2021, RKL provided written notice of this incident to the additional potentially affected individuals, which includes one (1) Maine resident. Combined with the prior notice, a total of three (3) Maine residents have been notified of this incident. Written notice to the additional potentially impacted individuals is being provided in substantially the same form as the letter attached here as *Exhibit A*.

Other Steps Taken and To Be Taken

Upon discovering the event, RKL moved quickly to investigate and respond to the incident, assess the security of RKL systems, reset all passwords, and notify potentially affected individuals. RKL coordinated with the Internal Revenue Service (IRS) and notified the state taxing authorities and law enforcement. RKL is providing access to credit monitoring services for one (1) year, through Experian, to individuals whose personal information was potentially affected by this incident, at no cost to these individuals.

Additionally, RKL is providing impacted individuals with guidance on how to better protect against identity theft and fraud, including advising individuals to report any suspected incidents of identity theft or fraud to their credit card company and/or bank. RKL is providing individuals with

information on how to place a fraud alert and security freeze on one's credit file, information on protecting against tax fraud, the contact details for the national consumer reporting agencies, information on how to obtain a free credit report, a reminder to remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring free credit reports, and encouragement to contact the Federal Trade Commission, their state Attorney General, and law enforcement to report attempted or actual identity theft and fraud.

EXHIBIT A



Return Mail Processing
 PO Box 589
 Claysburg, PA 16625-0589

August 26, 2021

G7399-L01-0000001 T00001 P001 *****SCH 5-DIGIT 32808



SAMPLE A SAMPLE - L01 INDIVIDUAL
 APT ABC
 123 ANY STREET
 ANYTOWN, ST 12345-6789



Re: Notice of Data [Extra1]

Dear Sample A. Sample:

RKL LLP (RKL) is contacting you today to notify you of an incident that could potentially affect certain information relating to you. We take the security of information in our care seriously and are providing you with this notice to make you aware of the incident, our investigation to date, the steps we are taking in response, and steps you may take to help protect your personal information, should you feel it is appropriate to do so.

What Happened? On September 29, 2020, we received an informal notification from a Pennsylvania fraud investigator indicating that the investigator was working on a special project related to potential fraudulent tax returns filed for our clients. We immediately commenced an investigation, working with computer forensic specialists, to determine the existence and scope of a potential data incident. The investigation confirmed that certain information related to RKL clients and their family members was viewed or taken by unauthorized individual(s) on separate occasions between April 22, 2020 and October 6, 2020.

Upon discovery, we provided notification to confirmed impacted individuals and also commenced an extensive review of all messages and files at risk as a result of this incident to determine the entire population of information potentially impacted and to whom the information related. This extensive review was completed on August 19, 2021. Therefore, we are now notifying additional individuals who were identified from the extensive review as potentially impacted.

What Information Was Involved? Based on our review, we determined that certain information may have been viewed or taken without authorization, including your [Extra2].

What We Are Doing? We take this incident and the security of personal information entrusted to us very seriously. Upon initial discovery, we immediately commenced an investigation that included working with computer forensic specialists and coordinating with the IRS. We thereafter notified the state taxing authorities. We are providing you with the attached *Steps You Can Take to Protect Personal Information* that includes resources you may take advantage of to protect against potential fraud or misuse of your information.

0000001



RKL has secured the services of Experian to provide you with credit monitoring and identity restoration services for twelve (12) months, at no cost to you. More information on how to enroll in these services can be found in the enclosed *Steps You Can Take to Protect Personal Information*.

Please note that if the recipient of this letter is a minor, we encourage a parent/guardian to follow the steps provided in the enclosed *Steps You Can Take to Protect Personal Information* to enroll the minor in minor identity monitoring services.

Information privacy and security are among our highest priorities. RKL has security measures in place to protect information in our care. Upon learning of this incident, RKL took steps to strengthen the security of our systems to include revised password strength standards and a reset of all passwords.

What You Can Do. RKL encourages you to remain vigilant against incidents of potential fraud and/or misuse of your information, to review the enclosed *Steps You Can Take to Protect Personal Information*, and to enroll in the credit monitoring and identity restoration services we are offering.

For More Information. If you have questions about the services we are offering, suspicious activity, or the additional steps you can take to protect your information, we encourage you to call our dedicated assistance line at 1-877-653-0536, available Monday through Friday, from 9:00 a.m. to 11:00 p.m., Eastern Time and Saturday and Sunday, from 11:00 a.m. to 8:00 p.m., Eastern Time (exclusive of US major holidays).

We sincerely regret any inconvenience this incident may cause you. RKL takes the protection of the personal information within its care seriously and remains committed to safeguarding your information.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Monborne', with a long horizontal flourish extending to the right.

Edward W. Monborne
CEO, RKL LLP

STEPS YOU CAN TAKE TO PROTECT PERSONAL INFORMATION

Enroll in the Complimentary Credit Monitoring Services

To help protect your identity, we are offering a complimentary one-year membership of Experian's® IdentityWorksSM. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: November 30, 2021** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: [ADULT CODE]**

If the recipient of this letter is a minor, the following instructions should be used instead to enroll the minor in a complimentary one-year membership of Experian's® IdentityWorksSM. This product provides superior identity detection and resolution of identity theft. To activate this membership and start monitoring your minor's personal information please follow the steps below:

- Ensure that you **enroll by: November 30, 2021** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/minorplus>
- Provide your **activation code: [MINOR CODE]**
- Provide your minor's information when prompted

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (877) 653-0536 by **November 30, 2021**. Be prepared to provide engagement number **B017802 (Adult) or B017804 (Minor)** as proof of eligibility for the identity restoration services by Experian.

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you will need to provide the following information:



1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

| Equifax | Experian | TransUnion |
|---|---|---|
| https://www.equifax.com/personal/credit-report-services/ | https://www.experian.com/help/ | https://www.transunion.com/credit-help |
| 1-888-298-0045 | 1-888-397-3742 | 1-833-395-6938 |
| Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069 | Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013 | TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016 |
| Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788 | Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013 | TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094 |

Additional Information

You may further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

For Maryland residents, the Maryland Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662 or 1-888-743-0023; and www.oag.state.md.us. RKL is located at 1800 Fruitville Pike, Lancaster, PA 17601.

For North Carolina residents, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; and www.ncdoj.gov.

For New York residents, the New York Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; or <https://ag.ny.gov/>.